

INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - FACSIMILE BIDS

Read Carefully

1. GENERAL CONDITIONS

Bidders are required to submit their bids upon the following expressed conditions:

QUALITY: Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality are measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE DISTRICT. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS. IF POSSIBLE BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by District.

PROPOSAL: The proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. In case of an error on extension, the unit price shall prevail.

DELIVERY OF BIDS: The bid should be faxed to the Office of Procurement & Contracts, LOUISIANA DEPARTMENT OF EDUCATION, RECOVERY SCHOOL DISTRICT (RSD), New Orleans, LA at (504) 872-0632, where it will be placed in a sealed envelope. The cover sheet should be marked "Proposal" with the name and number of bid, time and date of bid opening, the name and address of the bidder. The enclosed cover sheet may be used. The bid must be received in the Purchasing Office not later than the time and date as shown on Invitation, Bid and Acceptance. The District reserves the right to reject any or all bids and to waive informalities.

INTERPRETATION OF DOCUMENTS: If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The District will not be responsible for any other explanation of the documents.

AWARD: Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation to Bid.

FACSIMILE BID NUMBER: 682001-20170202-01
BID OPENING DATE: _MARCH 10_, 2010
BID OPENING TIME: 10:00 A.M.

SIGNATURE AUTHORITY: In accordance with L.R.S. 39:1594, the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the secretary of state; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit, or
3. Other documents indicating authority which are acceptable to the public entity.

LOUISIANA PREFERENCE: A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the District.

ACCEPTANCE OF PROPOSAL: Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the District.

PAYMENT: Assuming there is no prompt payment discount provision, payment will be made within 45 days from receipt of products in satisfactory condition, or within 45 days from receipt of the invoice, whichever is later.

LEGISLATORS PROHIBITED: According to LSA-R.S. 42:113(D) the District is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

AUDITORS

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the District's auditors shall have the option of auditing all accounts and records of the contractor which relate to this contract.

PRICES

Unless otherwise specified by the Recovery School District in the solicitation, bid prices must be complete, including transportation prepaid by the bidder to destination and firm for acceptance for a minimum of 30 days. Bids other than F.O.B. destination may be rejected.

EQUIVALENTS

The use of a manufacturer's brand name and/or model number in this specification is intended only to indicate that said brand name and/or number is the minimum standard desired by the Recovery School District. Bidders bidding on items other than those indicated, shall state brand name and/or brand model number, upon which their bid is based. It shall be the bidders responsibility to

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prove to the Recovery School District that said items are equal to or better than those indicated in the specified Bid Documents, Literature, etc., concerning products or services offered shall accompany the Bid Proposal. Failure to comply with this requirement may be cause for rejection of bid.

ADDITIONS OR DEDUCTIONS

The Recovery School District shall have the right, without invalidating the contract, to make additions to or deductions from the work covered by this bid package, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between the Recovery School District and the bidder, as shown in a written amendment to the contract.

STANDARDS OF QUALITY

Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturers name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

INDEMNITY: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the Recovery School District, the State, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its agents, or its employees. However, the contractor shall have no obligation as set forth above the respect to any claim or action from bodily injury, death or property damages arising out of the fault of the Recovery School District, State, its officers, its agents or its employees.

VENDOR'S FORMS: The purchase/release order is the only binding document to be issued against this contract. Signing of vendors forms is not allowed.

AFFIDAVIT: Successful contractor shall be required to execute an affidavit attesting that, "public contract was not secured through employment or payment of solicitor."

PRICES AND QUANTITIES: Any additional prices must be defined under "REMARKS" of this bid form.

Quantities shown are estimates only and may be increased or decreased in accordance with school or department requirements. Evaluation will be based on these estimates.

Should a bidder discover discrepancies in the specifications, the matter shall be at once brought to the attention of the Recovery School District Office of Procurement and Contracts, and the discrepancies corrected before proceeding further.

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The District will not be responsible for any additional labor, materials, or parts installed without prior approval and consent of the appropriate District representative.

All explanations, interpretations and instructions required under these specifications will be given by the Procurement Director or designated representative on written request from bidders.

DELIVERY: In general, deliveries shall be F.O.B. Destination, full freight prepaid and allowed and at such times as may be fixed by the Procurement Director and shall not be made except upon definite instructions by the Procurement Director.

MATERIAL TO BE DELIVERED TO:

**SARAH T. REED HIGH SCHOOL
5316 MICHOU D BOULEVARD
NEW ORLEANS, LOUISIANA 70129**

The purchasing agent handling this bid and questions may directed to is listed below:

CHRISTY DIXON
Procurement Specialist
1641 Poland Avenue
New Orleans, Louisiana 70117
Fax (504) 872-0632
Phone: (504) 373-6200 ext. 20078
Email Address: Christ.Dixon@RSDLA.Net

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PRICE SCHEDULE

1	FAO 25 Person, 106 Piece ANSA Kit with Plastic Case	3
2	Premium CPR / AED Responder Pack with Responder Mask in Hard Case	3
3	Laerdal Manikin Face Shields (Six Pack)	2
4	Laerdal Little Anne Airways (96 Pack)	2
5	Life CPR Mask Basic	3
6	FOA Water Jel Fire Blanket Plus with Canister	5
7	AMBU MAN Standard Full Body with Instruments and With 5 Face Pieces with 100 Head Bags	1
8	Laerdal Little Anne Training System - New AHA Guideline	3
9	Responder Training Face Shields - Instructor Package (6 Pools of 40 Shields)	2
10	2 Rescuer Premium CPR / AED Responder Pack with Masks and Hard Case	2

TOTAL ALL ITEMS

\$_____

REMARKS

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PROPOSAL FOR FACSIMILE BID FOR THE

Recovery School District

NEW ORLEANS, LOUISIANA

FAX # (504) 872-0632

PHONE # (504) 373-6200 EXT. 20056

**PROPOSAL FOR: "A/C UNIT "JOHNSON ELEMENTARY
DUE DATE: FEBRUARY 23, 2010 at 9:00 A.M.
FACSIMILE BID NUMBER: 982001-20170202-01**

THIS BID IS FROM

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BID OPENING DATE: _MARCH 10_, 2010
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CONFIDENTIAL
TO BE PLACED IN SEALED ENVELOPE UPON RECEIPT

IMPORTANT MAILING INSTRUCTIONS:

**MAIL OR DELIVER TO: RECOVERY SCHOOL DISTRICT
PROCUREMENT & CONTRACTS
1641 POLAND, ROOM 5B
NEW ORLEANS, LA. 70117**

**MARK ENVELOPE: BID TO FURNISH "MATERIAL FOR CAREER ACADEMY" AT
SARAH T. REED HIGH SCHOOL
BIDS TO BE OPENED: 10:00 A.M. CST, MARCH 10, 2010**